

Health and Safety Policy

Safety Policy

It is the policy of the company to carry out its activities at all times in such a manner to ensure, so far as is practicable, the health, safety and welfare of all its employees. To ensure so far as is reasonable practicable that it conducts its undertaking in such a manner that persons other than employees who may be affected by its work activities are not exposed to risks to their health and safety.

In particular the company recognises its duties to ensure:

1. The plant equipment and systems of work are safe and without risk to health.
2. The safety and absence of all risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The adequate information, instruction, training and supervision in health and safety matters are provided.
4. The maintenance of a safe and healthy place of work and the provision and maintenance of safe access and egress all to work areas.
5. The provision and maintenance of a safe and healthy working environment and adequate arrangements of welfare.

It is the duty of the company management to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work and to specifically:

- Assess all work activities of employees for any perceived risks to health and safety.
- Keep informed of technological developments and advances relevant to the company's activities in order to improve health and safety at work.
- Keep apprised of changes in legislation and approved codes of practice in order to achieve compliance with the law and to co-operate fully with appropriate enforcing authorities, in the respect.
- Secure the co-operation and involvement of company employees in achieving safe working.

The directors of Artel Facilities Management Limited acknowledge their responsibility for the implements of this Health and Safety Policy.

It is the aim of the directors, as far as reasonable practicable, to achieve the following objectives:

- A. To ensure the Health and Safety of all employees.
- B. To prevent ill health and accidents to employees arising from the company's activities.
- C. To ensure that persons other than employees, who may be affected by the activities of the company, are not exposed to their health and safety.
- D. To promote good working practices regarding health and safety in respect of the company's activities.

- E. To reduce loss and damage to plant and / or equipment by ensuring good working practices and safe methods are adhered to.
- F. To ensure all work activities are assessed for risks and where deemed necessary, to provide health surveillance for all employees at risk.
- G. To produce an imminent danger evacuation plan for the area, and to convey details to all employees and other occupiers.
- H. To Monitor and review this safety policy by control, planning and organisation as and when company circumstances may alter.

Responsibilities

The specific responsibilities as listed below should be read in conjunction with, and considered an integral part of the health and safety policy of Artel Facilities Management Ltd.

The Managing Director has the ultimate responsibility for the implementation of this policy. He also has a responsibility to ensure that adequate financial resources are provided to enable the company to meet its obligations with respect to matters of health and safety.

The Managing Director / Managers have a joint responsibility to ensure that employees under their control work in a safe manner and understand their respective responsibilities contained within the safety policy. They also have a responsibility to ensure that supervisors carry out their responsibilities for the health and safety of employees under their control.

In addition Supervisors are responsible for:

1. Carrying out inspections of plant, machinery and equipment and ensuring it is correctly maintained in accordance with the relevant code of practice.
2. Inspecting the work area for which they are organisationally responsible to ensure employees under their control are carrying out safe working procedures.
3. Ensuring new employees competently trained in the use of equipment are conversant with the safety policy and code of practice and / or safe working procedures applicable to their requirements.
4. Reporting to the Directors, details of individual employee hours of work / exposure (where applicable) levels in order that information may be correctly entered on individual records.
5. Ensuring that existing employees are fully conversant with safety policy, codes of practice and safe working procedures applicable to the work in hand and that if necessary they are suitable re-trained.
6. Ensuring all work activities are assessed on a personal task basis and where necessary, ensuring health and surveillance deemed is maintained and recorded. Assessments will include a considered date when risk will be reassessed. If changes in activities have no call for a reassessment prior to this date.
7. Ensuring that all applicable protective equipment is supplied used and maintained correctly. In the case of respiratory protection records of maintenance must be completed.

8. Ensuring that records are kept up to date for all sections 1 – 7 above. Records of health assessments, see “6” above, are kept for 40 years.

Foremen / Charge hands have a responsibility to the supervisors to ensure that employees under their control, work in a safe manner and understand their respective responsibilities contained within the safety policy. They also have a responsibility to fully co-operate with the supervisor to enable them to meet their health and safety responsibilities.

In addition Foremen / Charge hands are responsible for:

9. Ensuring that employees under their control work strictly in accordance with codes of practice and / or safe working procedures applicable to the work in hand.
10. Investigating and reporting or correcting as appropriate any hazardous or potentially hazardous situation reported to them by an employee working under their control.
11. Investigating, reporting and recording any accident or dangerous incident that might occur, whether or not an injury results. In any such case they will immediately report to their supervisor, or in their absence company Management.

Employees are responsible to the company management to take reasonable care for their own health and safety and that of others who may be affected by their actions. They must also co-operate with the company as far as it is necessary to enable it to discharge any statutory duty or requirement placed on it by the Health and Safety at Work Regulations 1999.

Employees must work to the principles of this safety policy, code of practice and safe working procedures applicable to the work in hand. Employees should also be aware that it is an offence punishable by law to interface with or misuse anything provided in the interests of health and safety according to legal requirements. The word ‘misuse’ has been interpreted in case law as including ‘failing or refusing to use’ in respect of protective equipment.

Employees must be especially aware, at all times, of any possibility of their activities causing hazard to members of the general public. All work activity in public areas must be adequately safeguarded by use of correct materials. Where work affects, or restricts any fire escape route the supervisor must be informed, in advance to enable alternative routes to be properly designated. Employees have a duty to report any shortcomings perceived in this safety policy.

Employees are reminded of the requirement to ensure that company policy is observed. In particular:

1. To take reasonable care of their own health and safety at work and of those who may be affected by their actions or neglect.
2. To co-operate with the employers to ensure that any duty/requirement for health and safety imposed on the employer is performed or complied with.

3. Not to intentionally or recklessly interface with or misuse anything provided in the interests of health, safety and welfare.
4. To report any shortcomings perceived by them in this policy or in a safe system of work which they are to obey.


Prime responsibility for the Health and Safety rests with the Directors who have direct concern for this policy and accords health and safety matter equal priority in other management functions within the company.

The Directors Expect company management to accord the same level of priority to health and safety matters and requires all employees to ensure that this policy is observed.

Company management will monitor the operation of this policy and commend alterations or improvements as necessary. In addition to investigation of any reports received from employees as a result of '4' above.

This policy should read in conjunction with the separate section on 'Responsibilities', 'Arrangements' and also with Codes of Practice / Safe Working Procedures applicable to the company's activities.

The health and safety policy will be reviewed periodically and revised as necessary or where changing circumstances dictate.

Signed  Dated.....16.08.23
Managing Director

To be reviewed once a year. Next review date: 7th September 2024
(Unless legislation changes that may require immediate change of the policy)

Work on premises as a Contractor

The company accepts that in all cases where work is being carried out on premises not owned or occupied by the company, that notwithstanding any of the foregoing there is an overall requirement to work to the Health and Safety policy of the owner / occupier in addition to the minimum standards of this policy.

Arrangements

These arrangements are to be read in conjunction with and to be considered part of the Health and Safety Policy of the Company. Deliberate contravention of any of the arrangements will be considered a breach of employee's contracts of work and at the discretion of the management may lead to instant dismissal.

1. Fire Precautions

It is the policy of the company to ensure that suitable arrangements are made regarding fire prevention and means of escape should fire start. All employees are therefore required to read and comply with all notices etc...

Company management have the responsibility for ensuring that:

- a. The means of escape in the event of fire are defined within the premises by display of appropriate signs and notices.
- b. Sufficient firefighting equipment is available within the premises and that it is inspected by the supplier at least once a year.
- c. Suitable and clear fire drill instructions are displayed throughout the premise.
- d. Training and instruction are given to staff in respect of means of escape the use of firefighting equipment and fire drill procedure.
- e. Either personally or by designated member of staff that the following check is made of the premises when work ceases:

- Electric, gas and oil equipment not required to operate overnight is switched off
- Equipment in use overnight is safe.
- No cigarettes are left smouldering.
- Fire doors and smoke stop doors are closed.
- Windows are closed, outside doors are locked and the premises secure

N.B. The assembly area in the case of a fire at the office premises will be the pavement area in the street, at a suitable distance from the entrance. When on site a suitable area will be designated by the supervisor in compliance with any existing arrangements made by the owner or occupier of the premises.

2. First Aid

It is the policy of the company to provide adequate first aid facilities for all its employees.

FIRST AID PERSONNEL

The company allows for the designation of 'appointed' first aid personnel, these persons are the key to the first aid arrangements. They are nominated by management to assist or take charge of the situation requiring first aid treatment. An appointed person will receive basic first aid training regarding the emergency treatment of casualties. Management will arrange for the appropriate training of appointed persons.

DUTIES OF APPOINTED PERSON(S)

- a. Administering, where possible any emergency treatment of casualties and ensuring an ambulance or doctor is notified as applicable.
- b. Ensuring proper stocks or first aid equipment is kept and that the box/cupboard is clearly identified and readily and speedily accessible.
- c. Ensuring first aid notices are posted in conspicuous positions naming appointed person.
- d. Recording in treatment record book any incidents requiring treatment.
- e. Informing company management of any reportable incidents immediately.

CONTENTS OF FIRST AID BOX (up to 50 people)

- A copy of guidance card on first aid treatment

- Not less than 8 medium size non medicated dressings (10cm x 8cm)
- Not less than 4 large sterilised non medicated dressings (28cm x 17.5cm)
- Not less than 40 individually wrapped sterile adhesive dressing
- Not less than 4 Sterile eye pad with attachments
- Not less than 12 safety pins
- Not less than 4 triangular bandages (sterile if possible)

FIRST AID ON SITE LOCATIONS

Where employees work alone or in small groups away from the main site establishment they must be provided with a small travelling first aid kit containing of the following:

- A copy of guidance card on first aid treatment
- 10 individually wrapped sterile adhesive dressing
- 3 medium sized sterile non medicated dressings
- 6 safety pins
- 1 triangular bandage
- 1 sterile eye pad with attachments
- 1 large sterile non medicated dressing
- 1 extra-large sterile non medicated dressing
- 1 container (disposable) of sterile water or saline

Appointed Persons

Appointed persons should be selected so as to have one:

- Nominated persons based in the office
- Nominate person from each asbestos removal / building maintenance team

Protective clothing and equipment

It is the policy of the company to protect all its employees from unnecessary risks to their health and safety and it will therefore provide protective clothing and equipment as detailed in the relevant procedure or code of practice for all its employees whilst at work, as identified in the relevant work activity for the task.

This section has been written primarily for the asbestos removal operatives but equally applies to all personnel engaged in either outside activity or depot situations.

Once an item of clothing has been issued to a member of staff it becomes the personal responsibility of the individual. The individual must inform management of any defect or damage that may occur.

Reporting accidents and dangerous occurrences

Applicable Legislations

Reporting of injuries, diseases, and dangerous occurrences Regulations 2013.

Introduction

All accidents that result in injury shall be reported in the accident book by the injured partner or by some other persons acting on their behalf. However, whenever any of the following events occur, it must be reported in writing to the enforcing authority and in the event of types 1, 2 or 3 must first be notified to the enforcing authority by the quickest means possible.

It is the responsibility of management team to carry out the notification and complete the report. It is therefore essential that they are notified immediately.

Regulations

The death of any person (whether an employee, general public etc.) as a result of an accident arising out of or in connection with work

Any persons (whether an employee, general public etc.) suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work.